

Minutes of the Criminal Justice Information Sharing Board Meeting
Wednesday, June 27, 2007, 3:45 pm CDT
Information Technology Department, Room 103
Bismarck, North Dakota 58502

Call to Order: The meeting was called to order by Lisa Feldner.

Board Members present: Lisa Feldner - Information Technology Department; Tom Trenbeath– Office of Attorney General; Chief Justice Gerald VandeWalle

Others present: Pam Schafer – CJIS Director; Nancy Walz – Information Technology Department; Jerry Kemmet – Chair, CJIS Executive Committee (BCI)

Members Absent: None

Agenda

Topic: Approve March 21, 2007, Meeting Minutes

Discussion:

Decisions / Next Steps:

Motion to approve February 22, 2007, Meeting Minutes by Justice Gerald VandeWalle; Second by Tom Trenbeath; Unanimous Approval.

Topic: Status Report

Discussion:

LERMS Integration – The project is on hold and development is to resume the week of July 9th.

Court Protection Order Project – The project has an implementation date of August 3 with a possible 1 week delay. The project is coming in under budget.

BPD Integration Project – More information will be provided at the next CJIS Board meeting. A recommendation with how to proceed with the project will be coming.

CJIS Budget: The CJIS budget in this biennium will be spent. All funds available will be used to zero out the LERMS cost center with the remaining funds applied to the States Attorney's cost center.

Topic: Process for Pam's evaluation

Discussion:

Nancy presented the process for Pam's evaluation and it was approved to proceed with the process.

Topic: IT Architect Position

Discussion:

Pam presented the revised IT Architect job description. The Board approved to proceed with the job posting. It was discussed if the newly designed job description would attract more attention. The job description was modeled after the Business Intelligence Architect job description that has been utilized by ITD. With further discussions, it was discussed that the IT field has a tight market and further efforts might be necessary to attract qualified candidates. The Chief Justice suggested the use of a head hunter if unable to get a qualified candidate. Pam stated possible under fill and if the second round does not produce a technical candidate to look at someone with project management experience and lesser technical skills.

Topic: MOU

Discussion:

The MOU was reviewed. Topics that need further review:

Location: Tom will do a site visit at the Northbrook Mall space.

LAN support: Pam will review this and develop a proposed solution

Background Checks: Tom and Jerry will work on the options in the MOU in order to address background checks.

Topic: Board Meeting

Discussion:

The next board meeting will be arranged during the 3rd week of July depending on schedules.

Meeting was adjourned at 5:25 p.m.